

**Brunswick County Tax Administration  
Business Personal Property Division  
P.O. Box 269  
Bolivia, NC 28422  
910-253-2799 or 910-253-2579  
[www.brunswickcountync.gov/tax](http://www.brunswickcountync.gov/tax) info**

**INSTRUCTIONS FOR LISTING BUSINESS PERSONAL PROPERTY**

In compliance with North Carolina Statutes, any individual or business owning or possessing personal property used or connected with a business or other income producing purpose must file a Business Personal Property Listing Form. Enclosed is your listing form for business personal property, subject to tax in Brunswick County. All questions must be answered. Write "none" or "does not apply" if the question is not applicable to your business. Complete this form and mail in the return envelope provided or mail to the address on the listing form. This form is **due by January 31.** **A 10% PENALTY** will be assessed on listing returns filed after the due date unless an extension has been granted by this office. Please write, call or visit our website if additional forms are needed.

**\*\*ALL LISTINGS ARE SUBJECT TO AUDIT\*\***

**\*\*NOTE** - Please review all sections on page 1 of the listing form. If any information has changed or is incorrect, please make corrections. We must have a contact person with a telephone number listed on the form. Also included with your listing form is a request for an extension. If you need additional time to file your listing form, **you must return this request form on or before January 31<sup>st</sup> in order for your request to be granted.**

**\*\*NOTE** – **TAXPAYERS' COMPUTER PRINT-OUTS** listing machinery and equipment, furniture and fixtures, etc., may be attached to the Abstract(s) for supporting documentation **ONLY**. Exemption applications for the prevention of pollution, recycling, and waste water treatment equipment **must be completed annually**. The Abstract(s) must be completed by the Taxpayer, or his/her representative, listing each asset and total acquisition cost of assets in the year purchased. Abstracts that are not properly completed will be returned to the taxpayer.

**Schedule A** - Machinery & Equipment (Gp.1), Furniture & Fixtures (Gp.2), Leasehold Improvements (Gp.3), Computer Equipment (Gp.4) and Other (Gp.5) are the groups used for reporting the historical cost of all assets in each category. Please enter a description of the asset, the year acquired and total dollar amount in each field of the listing form. Do not write "Free" or "Gift." You have to provide an amount in order for us to appraise the asset. **NET BOOK VALUE WILL NOT BE ACCEPTED**. Also, don't forget to list the sign(s) that you use for your business in this area. Please strike through any assets that were removed/disposed of in the prior year that are currently listed in Schedule A on your current year listing form.

**Schedule B - Construction in Progress (CIP)** - is business personal property which is under construction on January 1. The accountant will typically not capitalize the assets under construction until all of the costs associated with the assets are known. In the interim period, the accountant will typically maintain the costs of the assets in a CIP account. The total of this account represents investment in tangible personal property and is to be listed with the other capital assets of the business during the listing period. If you have no CIP, write "None".

(Over)

**Schedule C (Supplies)** - Almost all businesses have supplies. These include normal business operating supplies. List the cost on hand as of January 1. Remember, the temporary absence of property on January 1 does not mean it should not be listed if that property is normally present. Do not place an arbitrary value on this property. Expense records and other documentation may be required to support the amounts listed.

**Schedule D-1 (Unlicensed Vehicles/Trailers)** - Registered (TAGGED) vehicles are **not** to be listed. Please list any special body equipment attached to any vehicles owned by your business in this section.

**Schedule D-2 (Watercraft, Jet skis or Engines for Watercraft)** - Please list any boats, jet skis and/or motors in this section. Provide the year, make/model, size/hp, original cost, VIN #, engine type and location of each item. An additional schedule may be attached, if necessary.

**Schedule D-3 (Aircraft)** - If your business owns an airplane(s) that are in Brunswick County, please provide year, make, model, N-Number/location, original cost and year acquired.

**Schedule D-4 (Mobile Homes/Offices)** - If your business owns a mobile home(s)/mobile office, please list year, make, length, width, VIN, location, original cost and year acquired.

**Schedule E (Separately Scheduled Property)** - Please list any artwork, displays, statues or other personal property that is separately scheduled for insurance purposes.

**Schedule F (Farm Equipment)** - List all tractors or farm equipment owned by your business. However, if you included the historical cost of this equipment in Schedule A, you should not list it again in this section; just mark the box that says (Cost on Schedule A).

**Schedule G (Expensed Items)** - This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, they have been expensed. Fill in the blank which asks for your business "Capitalization Threshold" and give a description of the asset along with the original cost and year acquired. If you have no expensed items write "none".

**Schedule H (Billboards & Outdoor Advertising)** - Please go to [www.brunswickcountync.gov](http://www.brunswickcountync.gov) and file Schedule H-1.

**Schedule I (Leased Personal Property)** - If on January 1, you have in your possession any business machines, machinery furniture, vending equipment, game machines, postage meters, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership should be reported in this section. This information is for office use only. If you have none, write "none" in this section.

**\*\*NOTE** – All returns must be signed and dated by a principal officer of the taxpayer (President, Vice President, Secretary, Treasurer, Comptroller, Assistant Secretary, Assistant Treasurer) or a full-time employee of the taxpayer, who has been empowered by one of the above in his/her behalf to list the taxpayer's property for taxation. Returns may be prepared by anyone having knowledge of the taxpayer's business, **but it must be signed and dated by an individual described above.** If the form is not signed by an authorized person, **it will be rejected** and could be subject to penalties.

**If you have any questions or need help completing the form, please contact us and we will be happy to assist you.**